

FIRE SCHOOL 2008 PLANNING

COORDINATORS WORKSHEET FOR AV EQUIPMENT & PRINTED MATERIALS

INSTRUCTIONS:

Complete all sections of this form to request reproduction of print or data material, specialized equipment and AV equipment. Submit the form to the OSFM no later than August 1, 2008. Please only request equipment that will be used in the class.

AV equipment demand may require equipment be scheduled for use between multiple classes.

Workshop #:	
Workshop Title:	
Coordinator(s):	

AV NEEDS	DUPLICATING NEEDS
<input type="checkbox"/> None <input type="checkbox"/> Supplied by coordinator <input type="checkbox"/> Supplied by instructor <input type="checkbox"/> Supplied by facility <input type="checkbox"/> Supplied by OSFM <i>[If necessary, due to demand, requested equipment may have to be scheduled for use by the OSFM.]</i>	<input type="checkbox"/> None <input type="checkbox"/> Supplied by coordinator <input type="checkbox"/> Supplied by instructor <input type="checkbox"/> Supplied by facility <input type="checkbox"/> Supplied by OSFM (Hard copy of materials must be attached) <i>Please list the title of each document; student manual, etc.:</i>

SPECIAL NEEDS: (to be provided by OSFM)
<input type="checkbox"/> Cups <input type="checkbox"/> PowerAde <input type="checkbox"/> Radio <input type="checkbox"/> Shades (Quantity _____) <input type="checkbox"/> Other (please list)